

PARKING MANAGEMENT SERVICES FOR THE NEW YORK STATE FAIR

IFB #0235 Addendum 1

Questions and Answers Issued April 28, 2020

**Please note that the questions that follow are taken verbatim from the emails received by the Department without editing.*

1. There was no mention of parking reservations. We work with fairgrounds around the country to offer their guests a smooth process when reserving their parking. Is this something that you want included in this RFP or will that be a separate bid?
 - a. **Please see Section 2.2 of the IFB for the “Scope of Work” for this engagement. The scope of work for this engagement does not include parking reservations.**
2. If the 2020 NYS fair is canceled, will the successful bidder's contract be extended to include the 2022 NYS fair?
 - a. **Per section 1.2 of the IFB, the selected contractor shall provide parking management services for the 2020 and 2021 State Fairs. The term of the contract will not be extended.**
3. If the NYS 2020 Fair gets canceled anytime after June 1st, will the parking contractor be compensated for pre-fair expenses incurred, including the staff paid by the contractor to hire the AGM employees?
 - a. **No pre-Fair services shall be provided until an official determination on the status of the 2020 State Fair is made.**
4. If NYS requires anyone working with the public to wear some form of PPE in public, will the state fair provide such equipment to the AGM parking staff?
 - a. **No, per Section 2.2.2 of the IFB, the selected contractor must provide “safety equipment including, but not limited to, safety vests, umbrellas, flashlights and batteries, bug spray, and basic first aid kits in each parking lot.” This would also include any other safety equipment for this engagement including, but not limited to, face masks, gloves, sanitizer and similar PPE.**
5. What were the cost per manager and the pre-fair/post fair price submitted by the successful bidders for the 5-year contract that commenced with the 2018 state fair?
 - a. **The rates bid by the successful bidder for the 5-year contract that commenced with the 2018 State Fair were:**

2018 – Flat Fee for Pre-Fair/Post Fair \$43,376.80 / Cost per Manager - \$3,476.56
2019 – Flat Fee for Pre-Fair/Post Fair \$43,376.80 / Cost per Manager - \$3,476.56
2020 – Flat Fee for Pre-Fair/Post Fair \$44,891.94 / Cost per Manager - \$3,464.70
2021 – Flat Fee for Pre-Fair/Post Fair \$45,689.38 / Cost per Manager - \$3,433.27
2022 – Flat Fee for Pre-Fair/Post Fair \$45,689.38 / Cost per Manager - \$3,433.27

6. How many managers were employed by the previous contractor for the 2018 and 2019 state fair?
 - a. **2018 State Fair – 18 managers were employed by the previous contractor**
2019 State Fair – 19 managers were employed by the previous contractor
7. What was the total compensation paid to the previous contractor for the 2018 and 2019 state fair?
 - a. **2018 State Fair – the total paid to the previous contractor was \$105,954.88**
2019 State Fair – the total paid to the previous contractor was \$109,431.44
8. Exhibit 5 illustrates for each year, the total number of AGM staff for each position. Does this include part-time staff, as well as full-time staff? Do the totals for each category include the staff that was not able to work the full 13 days?
 - a. **Yes, Exhibit 5 includes all of the employees hired on AGM payroll to provide parking services for the State Fair.**
9. Page 10, section C Post Fair Services of the IFB states that the parking contractor may be fined up to \$250 per occurrence for timecards not signed by either the contractor or the employee. Some AGM parking staff may work a few days and cannot be located to sign their timecard. How will this fine be determined?
 - a. **Per section 2.2.1 of the IFB “timecards must be signed by the employee and the selected contractor.” It is the sole responsibility of the selected contractor to ensure compliance with this requirement. The selected contractor will be charged a fine for each timecard returned unsigned.**
10. Exhibit 3 illustrates the number of vehicles parked. Does the number of vehicles parked listed in the exhibit include fairgoers who paid for their parking using E-ZPass? If not, how many cars entered per day using their E-ZPass for payment?
 - a. **See revised “Exhibit 3” attached.**
11. Can there be a combination of visors and hats be given to the AGM parking staff?
 - a. **A visor or hat is acceptable provided that it includes, as per Section 2.2.2 of the IFB, “the logo of the NYS Fair and the selected vendor.”**
12. Please verify that the cashiers and head cashiers were paid less per hour in 2019 than in 2018?
 - a. **Correct.**
13. Please clarify the total hours worked by all cashiers in 2019 were 212?
 - a. **Yes, per Exhibit 5, the total hours worked by all cashiers in 2019 was 212 hours.**
14. What will the AGM parking staffs' hourly wage be for the 2020 and 2021 NYS Fairs, including any differential pay rates for the overnight staff?
 - a. **For 2020 rates will be:**
 - **Supervisor - \$15.50**
 - **Head Cashier - \$15.50**
 - **Cashier - \$13.25**
 - **Parking Attendant - \$11.80**

The 2021 hourly wage rates have not been established.

15. Is the staff needed for pre and post fair parking lot set up and clean up part of the AGM staff.
 - a. **The staff needed for Pre-Fair and Post Fair set-up and clean-up will be hired on AGM payroll but must be managed by the selected contractor.**

16. Does the parking contractor have the necessary latitude to adjust the hours and days worked by each of the managers?
 - a. **Per Section 2.2.1 B. of the IFB, “Vendors have the freedom to staff each lot as deemed necessary but must provide a 1 to 15 Manager to AGM staff ratio. The Vendor may split Manager responsibilities in whole or in part between lots where deemed necessary. This should provide the Vendor with the necessary latitude to respond to changing daily needs.” Provided that the 1 to 15 Manager to AGM staff ratio is maintained, the selected vendor may adjust hours and days worked by each of the managers to ensure maximum efficiency.**

17. What documentation will be requested by AGM to ensure the 15 to 1 ratio is satisfied?
 - a. **Per Section 2.2.1 A. of the IFB, the selected contractor shall “Provide a list of the management team and contact numbers to the Director of the State Fair no later than two (2) weeks prior to the first day of the State Fair each year during the Term of the Agreement.” This list shall also include the proposed schedule for each manager during the State Fair. AGM will conduct audits during each State Fair to ensure compliance with contract requirements. Invoices for payment must include supporting documentation identifying the names of the managers worked and the dates and hours worked.**

18. If AGM is processing and paying employees, who is responsible for Workers Compensation, FUTA, SUTA, NYSDBL?
 - a. **AGM will be responsible for any employee costs including wages and fringe only for those employees who are processed and employed on AGM’s payroll. The selected contractor shall be responsible for any employee costs including wages and fringe for the selected contractor’s employees.**

19. What is the scannable parking admission product that will be used?
 - a. **In 2020, AGM parking staff will not be responsible for using scannable parking admission equipment.**

20. Are the maintenance employees required part of the 1 to 15 ratio? There is reference to maintenance employees needed before and after the fair (set-up and clean-up).
 - a. **There is no reference to “maintenance employees” in the IFB. The 1 to 15 Manager to AGM staff ratio only applies to Fair Services pursuant to Section 2.2.1 B. of the IFB. Requirements for Pre-Fair and Post Fair services are set forth in Section 2.2.1 A. and 2.2.1 C. of the IFB.**

21. What company currently provides the towing? Is this a state contract?
 - a. **There is no current contract for towing services at the Fair. AGM procures this service separately on an annual basis.**

22. Does AGM provide cash on hand for the cashier's banks?
 - a. **Yes.**

23. MWBE is a good faith effort of 30%. Is this 30% of the management fee, expenses, etc.?
- a. **Per Section 5.2 of the IFB, “the selected contractor agrees not to subcontract any of its management services. The only items that may be subcontracted for purposes of this solicitation are supplies and equipment referenced in Section 2.2.2 of this IFB.”**
24. Will we have access to traffic monitoring?
- a. **The selected vendor will have access to the live images from the NYSDOT transportation center on the Fairgrounds.**
25. Will the New York State Fair consider allowing the contractor to hire the frontline staff on to the contractor’s company for purposes of HR and payroll management?
- a. **Per Section 3.5 of the IFB,**

“Item 1 is the flat fixed Management Fee *per manager per day* for providing parking management services during the State Fair each year of the contract as set forth in Section 2.2.1 B of the IFB. All other management fee formats will be disqualified. For purposes of this IFB, the Bidder must provide a minimum of one (1) manager on-site for every fifteen (15) employees hired by AGM. Vendor’s bid rate *per manager per day* must include all costs and profit (includes but is not limited to: Direct & Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Travel, Overhead and Profit).”

“Item 2 is the total fixed flat Management Fee for providing Pre-Fair and Post Fair Services each year during the Term of the Agreement as set forth in Sections 2.2.1 A and 2.2.1 C of the IFB (*Estimated Pre-Fair Hours - 1,774; Estimated Post Fair Hours – 200*). Vendor’s total fixed flat Management Fee for providing Pre-Fair and Post Fair Services each year must include all costs and profit (includes but is not limited to: Direct & Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Travel, Overhead and Profit).”

Any administrative costs including but not limited to HR and payroll management should be included in the vendor’s rates bid on the Bid Form.
26. As it relates to towing and collecting impound fees, is the expectation that the contractor will be responsible for procuring and paying a tow company to perform these duties?
- a. **No. AGM procures this service separately on an annual basis.**
27. Is the expectation that the impound fees will cover the cost of the tow services?
- a. **The impound fees will be set by AGM on an annual basis.**
28. Will managing the collection of impound fees and releasing vehicles be a 24 hour service and will the contractor be required to staff this aspect during that 24 hour period?
- a. **Per Section 2.2.1 B. of the IFB the selected contractor shall “be responsible for the collection of towing fees before releasing impounded vehicles.” The hours will be set annually by AGM in conjunction with the selected contractor. The impound lot does not operate on a 24-hour basis.**
29. As it relates to services for failed battery, keys locked in car, flat tires, etc. is the expectation that the same towing company mentioned above provide these services and would there be a cost to the customer?
- a. **Yes, the same towing company would provide these services and there may be a cost to the customer.**

30. Will the New York State Fair consider allowing the operator to use a point of sale system that will process cash, credit cards and scan prepaid permits?
- a. **No. AGM would procure any point of sale system and related services separately.**
31. Related to 2.2.2 Supplies and Equipment A., is the expectation that the contractor will be responsible for procuring and paying for all of the items listed?
- a. **Yes.**
32. What portal is being used to sell camping online?
- a. **AGM uses Reserve America's online reservation system for reserving camping spaces in the Empire RV Park.**
33. Will the operator be responsible for ensuring that all campers have paid for parking and are adhering to the timeline associated with the passes purchased?
- a. **Yes.**
34. Is any other parking being sold online? If so, what portal?
- a. **No other parking is being sold online for purposes of the services required for this engagement.**
35. Page 6 - The Staffing Plan should include adequate staffing for special days, weekends and days when there are concerts at the Lakeview Amphitheater. Is operator expected to staff for all amphitheater events throughout the season or only during the Fair?
- a. **This IFB requires adequate staffing for special days, weekends and days when there are concerts at the Lakeview Amphitheater only during the annual State Fair.**
36. Page 9 -Manage and oversee the operation of any ancillary lots that AGM may use in addition to the ones listed above. These lots would generally be located within 5 miles of the Fairgrounds and would be used for overflow parking (may include both paid and unpaid lots). How is staff transported to these lots? How often are these lots used?
- a. **Staff should report directly to the lots assigned. Historically, the ancillary lots are generally used every day of the State Fair.**
37. Page 10 - Any timecard that is turned in unsigned by either the employee or the selected contractor may result in a penalty charged to the selected contractor of up to \$250 per occurrence. Can timecards be signed electronically?
- a. **No.**
38. Is there any expectation that the contractor would manage any rideshare operations?
- a. **No.**
39. Will Exit 7 still be handicapped parking, along with Amphitheatre traffic?
- a. **ADA parking is provided in every lot.**
40. Does AGM or the County have any plans to change the traffic direction plan or build another exit to alleviate congestion?
- a. **The NYSDOT is constructing an on-ramp to Interstate 690 East from the Orange Lot. It is anticipated that this on-ramp will be completed prior to the opening day of the 2020 State Fair.**

41. Does AGM have any interest or need for the parking operator to run the job fairs and hiring of staff as well?

- a. **No, AGM will run the Job Fairs. Per Section 2.2.1 A. of the IFB, the selected contractor must “conduct interviews on-site at the Job Fair to be held in July each year (For reference, the 2019 Job Fair was held Friday, July 12, 2019 from 2:00 p.m. – 7:00 p.m. and Saturday, July 13, 2019 from 9:00 a.m. – 1:00 p.m.; the 2020 Job Fair will be held Friday, July 10, 2020 and Saturday, July 11, 2020 – times to be determined).”**